



KANSAS

D. KEITH MEYERS, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
DUANE A. GOOSSEN, SECRETARY
CAROL L. FOREMAN, DEPUTY SECRETARY

Date:

TO:
ARCHITECT/ENGINEER:
Individual and Firm

AGENCY: (list single point contact)
Agency Representative

CC:
KSFM
Code Compliance Coordinator
DFM inspectors

RE: Project Number
Project Name
Project Location

PROJECT ACCEPTANCE RECORD

Items left blank, (), have not been submitted, issued, or accepted.

Code Footprint (CF) Code footprints are to be submitted and reviewed as per K.A.R. 22-1-7. State law (K.S.A. 31-150(e)) requires projects owned or operated by Board of Regents to have an approved code footprint prior to the beginning of construction. (This approval of the code footprint shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the applicable codes, unless noted as an alternate means and method on the accepted CF.)

- ☐ The code footprint dated Enter Date has been reviewed and is ☐ **(accepted)** ☐ **(not accepted)** as meeting the Kansas Fire Prevention Code. (If not accepted, review comments are attached.)
CF and Request for Project Review Form are attached.
- ☐ Previously accepted code footprint has been revised as of enter revised date and submitted. The code footprint dated Enter Date is ☐ **(accepted)** ☐ **(not accepted)**. (If not accepted, review comments are attached.)
CF and Request for Project Review Form is attached.

Construction Documents

- ☐ The Construction Documents dated Enter Date have been reviewed for code compliance. The Construction Documents are ☐ **(accepted)** ☐ **(not accepted)**. (If not accepted, review comments are attached.)

(This review and/or approval of documents for construction shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the applicable codes. The release of drawings for construction shall not prevent the authority having jurisdiction from requiring the correction of errors in the construction documents and other data.)

Fire Alarm Package

- ☐ Shop drawings are ☐ **(required)** ☐ **(not required)** to be submitted for review. If shop drawings are required, they are to be submitted and accepted by DFM prior to installation.
- ☐ Shop drawings Enter Date have been reviewed for code compliance. Shop drawings ☐ **(accepted)** ☐ **(not accepted)**. (If not accepted, review comments are attached.)
- ☐ Testing documentation has ☐ **(been submitted)** ☐ **(not been submitted)**.

Automatic Fire Sprinkler System

- ☐ Shop drawings are ☐ **(required)** ☐ **(not required)** to be submitted for review. If shop drawings are required, they are to be submitted and accepted by DFM prior to installation.
- ☐ Shop drawings Enter Date have been reviewed. Shop drawings are ☐ **(accepted)** ☐ **(not accepted)**. (If not accepted, review comments are attached.)
- ☐ Testing documentation has ☐ **(been submitted)** ☐ **(not been submitted)**.

Construction

- ☐ Construction is ☐ **(permitted)** ☐ **(not permitted)** to commence. * Code footprint must be accepted prior to permitting construction to commence. (Projects bid through Division of Facilities Management – Construction is permitted when Notice to Proceed is issued. Notice to Proceed will be issued once contracts are complete.)

* Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amendment to the set of construction documents.

Occupancy

- ☐ Portion of the work described on the Partial Occupancy Certificate is ☐ **(accepted)** ☐ **(not accepted)** for Partial Occupancy. Partial Occupancy Certificate is attached.
- (Partial occupancy permit is required prior to portions of the building being occupied.)
- ☐ The building is (☐ **(accepted)** ☐ **(not accepted)**) for Occupancy. Occupancy permit is attached.
- (Occupancy permit is required prior to building being occupied.)

Issued by:

Diana Hutchison
Code Compliance Coordinator
Division of Facilities Management